

Instructions for Using the Technical Assistance (TA) Tracking Log

1. Click on the link to the *Technical Assistance Tracking Log* on the LVL Main Page: LVL Working Documents > TA Forms: LVL and Vendor Packet Materials. Be sure you always use the link listed on the WIC website to access the most recent version of the tracking log.
2. Save a copy of the tracking log to your computer desktop and close the form.
3. Use Adobe Reader to open the form you saved in Step 2, and rename the document with the following file naming instruction.

Document Abbreviation	Vendor TA ID	period	YYYY-MM-DD
TA	30812345	.	2016-07-24 (Date of visit)

The complete file name for this **example** is TA30812345.2016-07-24.

4. Complete the tracking log; include all information that is required.
5. E-mail the completed tracking log (saved on your computer, not a scanned version) to LVLTAReports@cdph.ca.gov.